

Retention and Classification Report

Agency: Utah Advisory Council on Intergovernmental Affairs (2937)

, UT

Records Officer

82861	Coordinating Advisory Council on Intergovernmental Affairs (
11833	Utah advisory council on inter-governmental relations record

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82861

TITLE: Coordinating Advisory Council on Intergovernmental Affairs (CACIA)
meeting files

4

DATES: i 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are meeting files of CACIA, which has taken on the responsibilities of the Governor's Advisory Council on Community Affairs. They include minutes, agenda, attachments, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Meeting files have a permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

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TITLE: Utah advisory council on inter-governmental relations records

DATES: 1987-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records created by the Utah Advisory Council on Inter-governmental Relations. This Council replaced the Governor's Advisory Council on Intergovernmental Affairs in 1987. The information relates to executive establishment, organization, membership, and policy concerning the committee. Information includes by-laws, legislation, agenda, meeting minutes, task force recommendations, resolutions, press releases, correspondence, membership roster, and appointment letters.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 06/15/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

TITLE: Utah advisory council on inter-governmental relations records

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public